

APPLICATION FORM

Introduction:

The Proposal Form is divided into the following five sections: Eligibility Information, Project Contact Info, Project Profile, Project Details and Project Costs. All questions marked with an asterisk (*) indicate that the information is *mandatory* and must be provided for the proposal to be approved. Please note that a number of questions have word count limits which will be strictly enforced.

Please e-mail your completed proposal to <u>AmCenterSL@state.gov</u> **by August 15, 2011**. Proposals will only be accepted as a Microsoft Word Document, in English, via e-mail.

1. ELIGIBILITY INFORMATION			
FOR NGOS, COMMUNITY GROUPS AND ETC.	Yes		
*Is the applicant organization or partner organization a registered, non-governmental, non-profit organization that works with and for youth?	No		
*Does the proposed project target young people (between 15-25 years old)?	Yes		
	No		
*Have you ever received a grant from the U.S. Embassy (including USAID) grant program for this project idea?	Yes		
If yes, please name grant program:	No		



2. PROJECT CONTACT INFORMATION

*Organization Name:				
*Type (Please Select):				
Registered Non-Governmental Organization				
Registered Non-Governmental Youth Organization				
* Name of primary contact person (Last,				
First):				
* Age of primary contact person:				
Affiliation with / Position at Organization:				
*Email Address:				
Organization Website:				
*Telephone:				
*Mobile Phone:				
Fax:				
*Address:				
*City/Town/Village:				
Postal Code:				
Country (Sri Lanka or Maldives)				
*Year & Month Organization Established (if applicable):				
*Briefly Describe your Organization or Group (e.g. number of members, age structure), and its				
Mission (word limit 50):				
1				

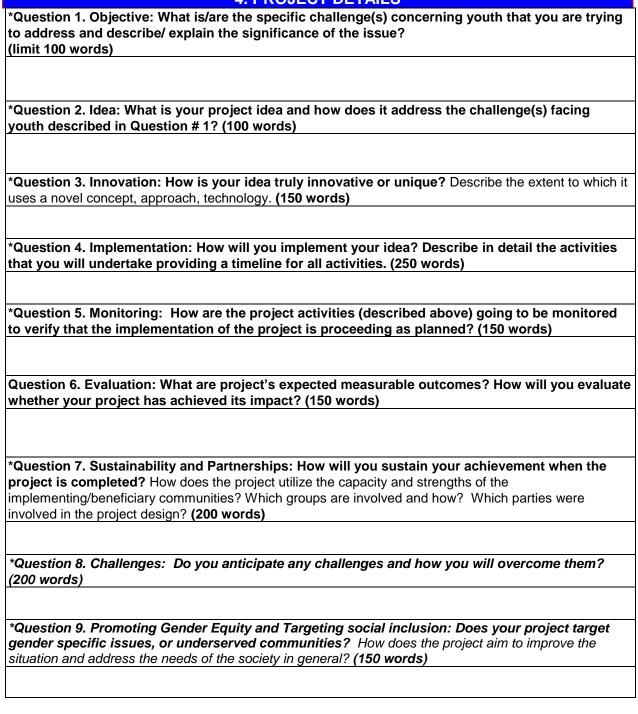


3. PROJECT PROFILE

* Descriptive Title of Project					
Proposal:					
*Theme (Please Select):					
 Educational Development 					
II) Environmental Issues					
III) Community development/ Civil Society Building/ Human Rights					
IV) Enrichment activities for youth such as Summer Camps, Debates, Competitions, IT Classes					
V) Health and Human Services					
VI) Employability among youth					
VII) Other, Please specify					
Project Summary (limit 250 words) The summary should briefly answer four main questions: What,					
How, Why and What will the Results be?					
*Place of Implementation:					
* Total amount needed to Implement the Project (in rupees or rufiyaa):					
*Project Duration Using Grant					
Funds (in number of months):					



4. PROJECT DETAILS





5. PROJECT COSTS

Instructions:

- a) UNITS ARE IN SL RUPEES OR RUFIYAA (please indicate).
- b) Applicable taxes, if any, should be included as part of your budget.
- "Service Fees" only include possible consultant staff costs hired specifically for the project.
 Recurrent staff costs are not eligible.
- d) "Materials and Equipment", "Training", and "Travel" refer to any expenses in these categories needed to achieve *project* objectives.
- e) "Evaluation/ Information Dissemination" should include the costs of assessing the impact of the project and sharing that information with the development community.
- f) "General Administration/ Overhead" should not exceed 15% of Total Project Expenses.
- g) "Other" expenses must be explained.
- h) "Cost Sharing" refers to contributions other than the Youth Empowerment Grants Program. It includes in kind contributions such as volunteers time, donated venues, admin support and etc. "Counterpart contributions" by the involved organizations are encouraged and funds or in-kind, such as staff time, space etc, should be mentioned in the estimated value of contribution.
- i) Total Grant Funding requested from the Youth Empowerment Grants Program is to be calculated by subtracting "Other Donor Funding" and Counterpart Contributions" from the "Total Project Expenses". Your requested amount can not exceed the maximum award amount of one million rupees or 115,000 rufiyaa for registered NGOs.
- j) "Estimated Project Revenues" refers to any income-generated by the end of the project period.
- k) Every purchase and/or incurred expense must be validated with the proof of receipts.

ITEMS	EXPENSES	COST SHARING (Counterpart and in-kind contributions and other donor funding)	REQUESTED AMOUNT
1. Service Fees			
2. Materials and Equipment			
3. Training (if any)			
4. Travel (if any)			
5. External Evaluation			
6. General Administration/Overhead			
7. Other Expenses			
8. Counterpart Contributions			
TOTAL EXPENSES			
9. Cost Sharing			
Total Grant Funding Requested			
Estimated Project Revenues, if applicable			

Comments:

Please mention the name of other funding institutions along with the total project budget if you are applying to develop an existing project.

